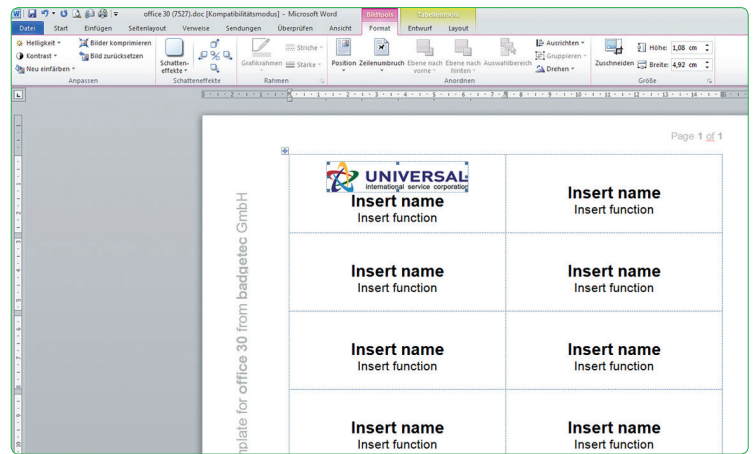


## How to label name cards with your logo and name

The Word template contains a suitable grid for the printing sheet, with cells that can be completed with a logo, name and any additional lines that might be required. Depending on your personal settings and formatting, the table can be displayed in different ways in Word. Nevertheless, we would also like to offer you these extra helpful tips.



View of Word 2010 / Windows operating system

### 1 Show gridlines

Open the Word template. Your cursor will be in the first cell of the table. For better orientation, show or hide the gridlines by going to > Table Tools > Layout. Select the menu item “View gridlines”.

**We recommend you show the gridlines.**

### 2 Insert and position logo

Insert the menu by going to > Insert > Picture. **Reduce the picture to the size you want.**

To change the **spacing**, simply change the paragraph spacing (Page Layout > Paragraph > Spacing before/after). Experienced users may wish to use the picture tools to edit and position the logo. For all other users, however, we recommend leaving the logo in its central position.

### 3 Set text lines in the first cell

In the first cell, enter the longest name in the Name line, select the font and adjust the font size. If you don't need any more lines underneath, delete them from your layout. **We recommend a font that is easily legible, e.g. Arial 16 pt.**

### 4 Copy cells

For every other name badge, copy the entire content in the first cell into subsequent cells and enter the appropriate name.

### 5 Insert/delete additional rows

Place the cursor in the last row and insert as many rows as you need by going to “Table Tools > Layout > Rows and Columns > Insert below”. You can delete any unwanted cells by going to “Table Tools > Layout > Delete > Delete rows”.

### 6 Print name badges

You can now print your name badges on the corresponding **perfect CARD®** printing sheets. You will also find additional information about print settings on our printing sheets.

**Good luck!**